



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Audit Trail Files

CUTOFF: EOSFY

DESCRIPTION: Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21596

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Computer Job Schedules and Reports

CUTOFF: EOSFY

DESCRIPTION: Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21597

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Computer Operations and Maintenance

CUTOFF: LSAD

DESCRIPTION: Correspondence and related material pertaining to the office computer system, technical operation, and maintenance. Includes: schedules, console logs, computer services response time and turnaround time, system upgrade data and operational procedures.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21598

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Computer Output

CUTOFF: EOSFY

DESCRIPTION: Machine-produced reports showing transactions that were accepted, rejected, suspended, or processed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21600

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Computer Utilization and Billing Reports

CUTOFF: EOSFY

DESCRIPTION: Records showing computer use by each division and any charges for space or time.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21601

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Data Documentation/Data Dictionary

CUTOFF: LSAD

DESCRIPTION: Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21602

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Hardware and Software Maintenance Records

CUTOFF:LSAD

DESCRIPTION: Service/maintenance agreements for software and documentation of service, repair, and inspection of computer hardware.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21603

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Operating System and Hardware Conversion Plans

CUTOFF: EOFY in which conversion successfully completed

DESCRIPTION: Records relating to the replacement of equipment or computer operating systems.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21599

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Program Source Code

CUTOFF:LSAD

DESCRIPTION: Automated program code which generates the machine-language instructions used to operate an automated information system.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21604

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Program Technical Documentation

CUTOFF:LSAD

DESCRIPTION: Copy of program code, flowcharts, maintenance log, system and configuration architecture, system change notices and other records that document modifications to computer programs, and operations manuals that identify and interpret the business rules used to store and manage the data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21605

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Project Planning Records - Implemented

CUTOFF:LSAD

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21606

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Project Planning Records - Not Implemented

CUTOFF:EOFY project cancelled

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21607

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: System Back-up Files

CUTOFF: Upon creation of back-up

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: Months: Days: 28

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21608

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: System Documentation

CUTOFF: LSAD

DESCRIPTION: User and operational guides, systems or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, input and output specifications, and documentation stating a system's purpose and objectives.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21609

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: System Management

CUTOFF: LSAD

DESCRIPTION: Logs, journals, reports, and other supporting paperwork required to operate, manage, and control computer systems.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21610

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007